

DD FORM 13-2994

15 JUL 1963

MEMORANDUM FOR: Director of Communications
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Automatic Data Processing Staff
 Chief, Medical Staff

SUBJECT : Contacts with Office of the Director

1. I wish to supplement what was said on this subject at our Staff Meeting on 10 July and to make clear my purpose in mentioning it.

2. From time to time General Carter, Mr. Kirkpatrick, or some one of their staff assistants will go directly to a DD/S component with a request for information or action, or a DD/S officer will deal directly with someone in the Office of the Director on a matter of current concern. This is to be expected and I certainly do not wish to put any roadblocks in the way of prompt action by any DD/S element. It is important, however, that I be informed of such direct contacts because related comments or questions often come to me and I must be able to respond appropriately.

3. The circumstances in each instance will determine what should be reported, and how; this is a matter of judgment. If a matter is of informational interest but of no particular urgency, I suggest that it be entered in the Daily Log which circulates in my office. This can be arranged by a telephone call to an informal note. If time is important, call me (or Gates Lloyd or send up an informal note. A memorandum is usually not necessary; in fact, I prefer the oral communication unless a memorandum is necessary to ensure against possible misunderstanding.

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L. K. White
 Deputy Director
 (Support)

cc: Ex. Dir.

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ROUTING AND RECORD SHEET

JN 191

SUBJECT: (Optional)

Office of Logistics Reporting System

FROM:

Deputy Director of Logistics

NO.

DATE

24 July 63

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Logistics

JNY

APPROVAL

2.

3.

Executive Officer, OL

24 July 63

PLP
JNY

4.

5.

OL/EO Files

6.

7.

8.

25X1A9a

9.

25X1A9a

10.

11.

12.

13.

14.

15.

C O P Y

Note from OL/EO to OL/AS on
7-24-63:

Mr. Garrison has agreed that [] can start working on the reporting system on 29 July 1963. Instead of naming the function "Reports Control Officer," Mr. Garrison stipulated that Mr. [] will be "Special Assistant to the Director of Logistics."

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